

USING THE LEWIS UNIVERSITY VPN

This document will explain how to connect to and use the Lewis University Virtual Private Network (VPN).

LOGGING INTO THE VPN:

1. Launch **Internet Explorer** by double clicking on the icon. In the address bar, enter <https://vpn.lewisu.edu> and click on the **Go** button or hit the **Enter** key.

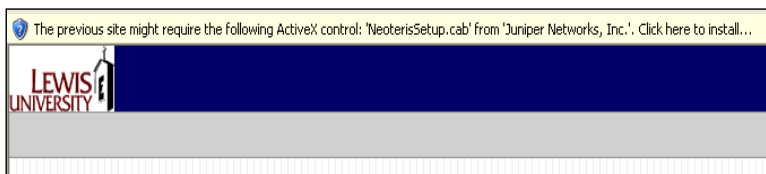
NOTE: Be sure to use **https** - not **http**.

2. When accessing this web site, a “Security Alert” will appear, click on the **YES** button to continue.

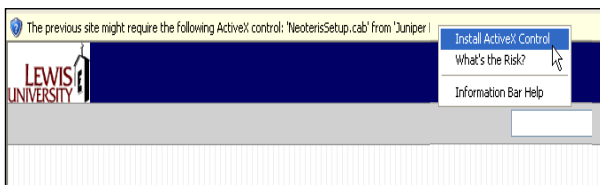


3. The “Lewis University VPN” login page will open.

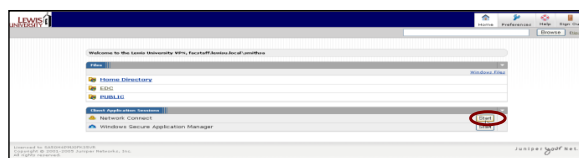
4. The **username** is the first six letters of your last name followed by the first two letters of your first name (same as your e-mail/network login name on campus). For example if your name is John Doe, your login username will be doejo. Do not include “@lewisu.edu”. The password is the same as your e-mail/network password that you normally use when you login on campus. By default, your password is your Lewis ID number.
5. Click on the **Sign In** button or hit the **Enter** key after you have entered your username and password.
6. If this is the first time you are accessing the VPN, you may see the warning below, which will prompt you to install an Active X control.



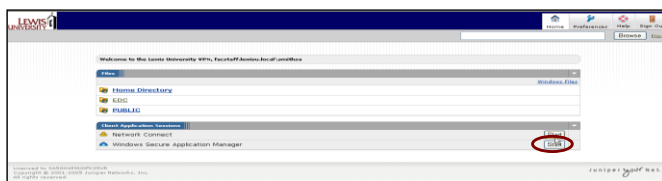
7. Right click on the message and select **Install Active X Control**.



8. After successfully logging in to the VPN, you should be forwarded to the “Welcome to the Lewis University VPN”, page. Click the **Start** button to the right of **Network Connect**.

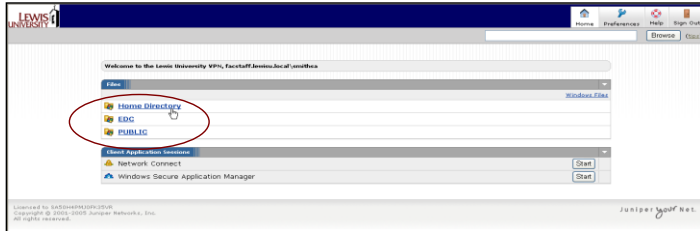


9. Click on the **Start** button to the right of **Windows Secure Application Manager**.

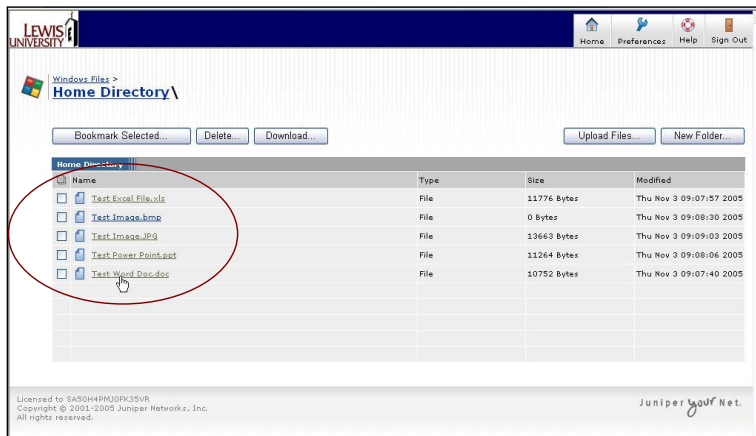


10. Two locks (blue and gold icons) will appear in your system tray on the lower right hand corner of your screen indicating that you are running **Network Connect** and **Windows Secure Application Manager**.

11. Once you have successfully connected Network Connect and Window Secure Application Manager, you will be forwarded to the “Welcome to the Lewis University VPN” page. You will see links for “Home Directory and a link called “Public”. The “Home Directory” link connects you to your personal network user drive. The “Public” link shows a list of all departmental and public drives. You will only be able to open drives that you have permission to open.



12. Clicking on any of the directory links will allow you to view the files and folders located within that directory. The fastest way to view a file is to save the file to your computer first before opening it. You can also make changes to those files once they are saved on your computer.



NOTE: If you are not running Microsoft Office on your computer, you may not be able to open the files.

The VPN works by opening a copy of the file, not the original file, when you click on a file link. What you see is a copy of the file, not the original. So in order to save your changes, you must upload to the network a new copy, with a different name.

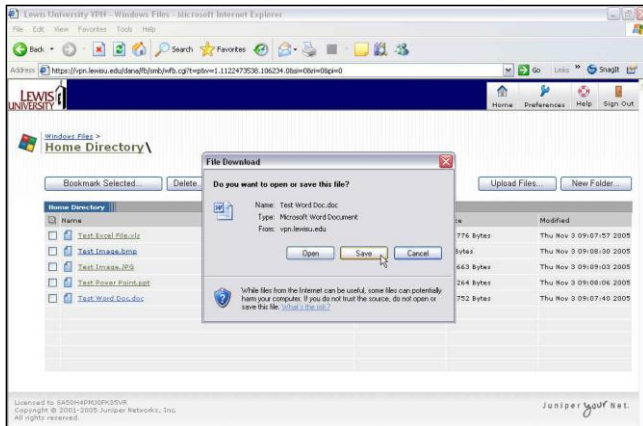
Comment [MR1]: If you open a file without first saving the file to your home computer, any changes you make will not be saved to the file located on the server; they will be saved to your home computer.

Your computer at home is not connected to the server where your data is stored, because your computer at home is not connected to the Lewis University network. Even when you log into the VPN, you are not connected to the Lewis University network.

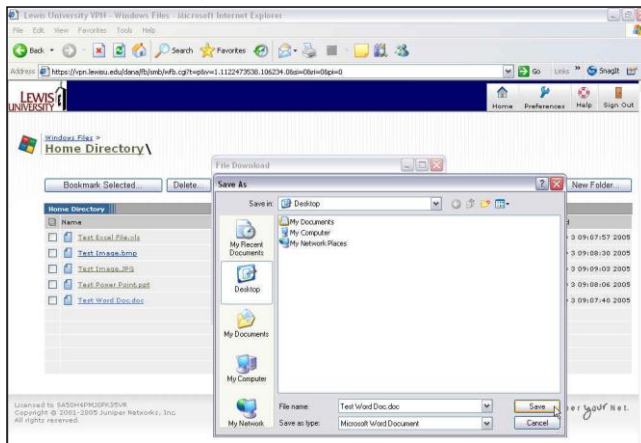
The VPN is connected to the Lewis University network, so the VPN can see the files. The VPN works by opening a copy of the file, not the original file, when you click on a file link. What you see is a copy of the file, not the original. This copy cannot be saved to the server because the copy is actually coming from the VPN, and you cannot save to the VPN.

OPENING, MODIFYING, SAVING, AND UPLOADING FILES:

1. To open a file, click on the name of the file, also called the “file name” link.
2. When the “File Download” screen opens, click **Open** to just view the file or **Save** to view and make changes.



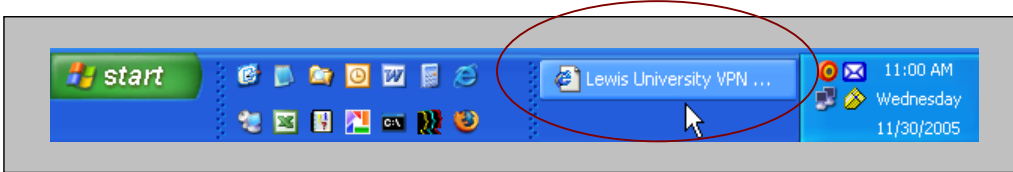
3. Select a location to save the file to in the “Save As” window. Saving the file to the Desktop makes the file easier to find. Once a location is selected, click **Save**.



4. After the file has been saved to your computer, you will need to **minimize** the Internet Explorer window to see your desktop. To minimize the window, click on the “-” in the upper right hand corner of your screen. It is important that you do not close the browser window as that will disconnect you from the VPN.



5. Open the saved file, make all changes, save changes, and then close the file.
6. Once you have finished working with the file, you can now **upload** the file. **Maximize** the Internet Explorer window to view the “Home Directory” (your personal network drive) screen again.
 - a. To **maximize** the window, first locate the minimized window on your Task Bar.
 - b. Single left click on the minimized window to open.
 - c. You should still be on the “Home Directory” page listing the files.

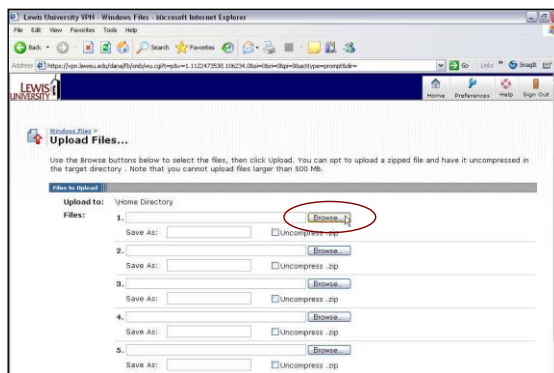


7. Click on the **Upload Files** button.

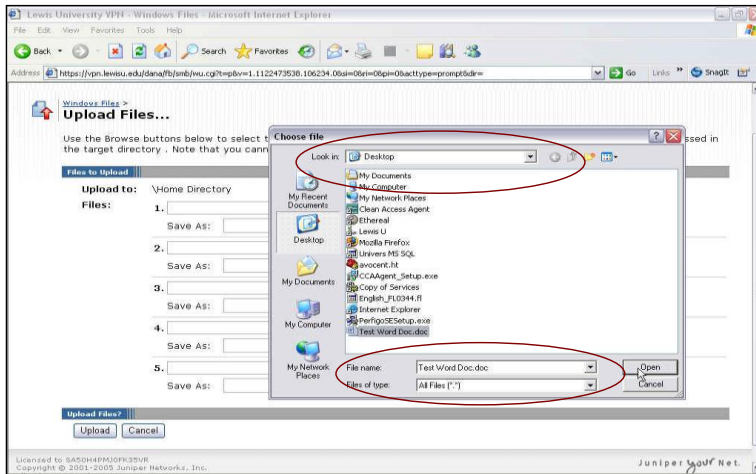
NOTE: The directory listed when you click **Upload Files** is where the file will be placed. If you wish to place the file in a different directory, you must first select that directory.



8. On the “Upload Files” window you can **Browse** your home computer to find the file that you want to Upload. You can **Upload** up to 5 files at a time. Click the **Browse** button to begin.

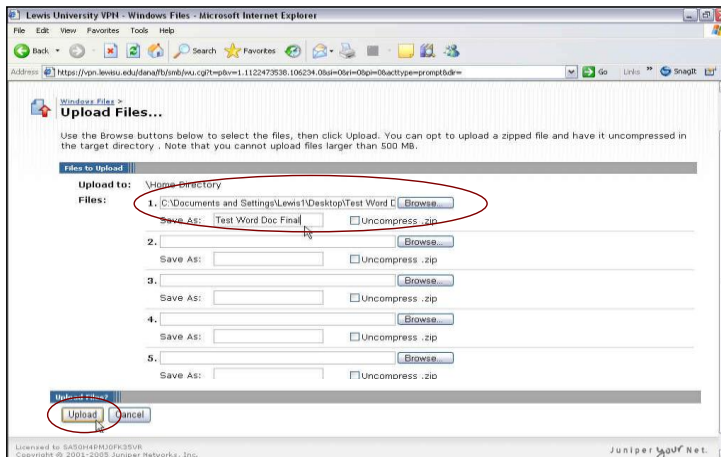


9. The “Choose File” window will appear.
 - a. Change the **Look In** location to the location you saved your file.
 - b. Once you have found the file, double click on the file.

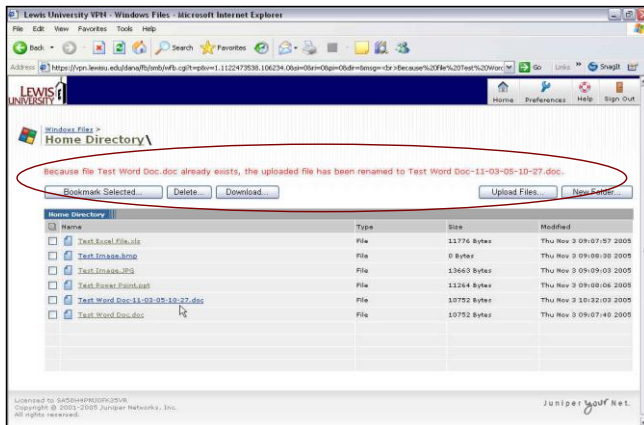


10. The name of the file now shows up on the page. Enter a new name for the file in the “Save As” box. Repeat steps 8-9 if necessary. Once you have added all the files you wish to **Upload**, click on the **Upload** button.

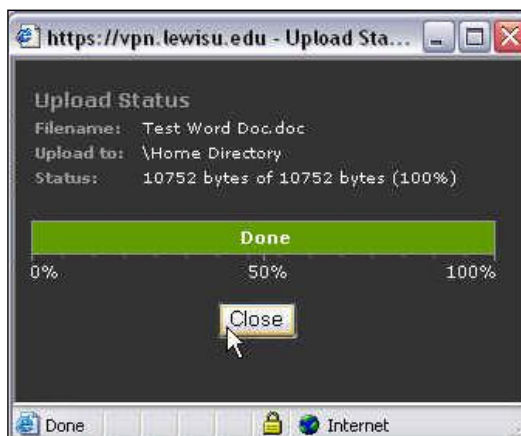
NOTE: The VPN will not allow you to “over write” existing files. When you upload a changed file you must rename the file.



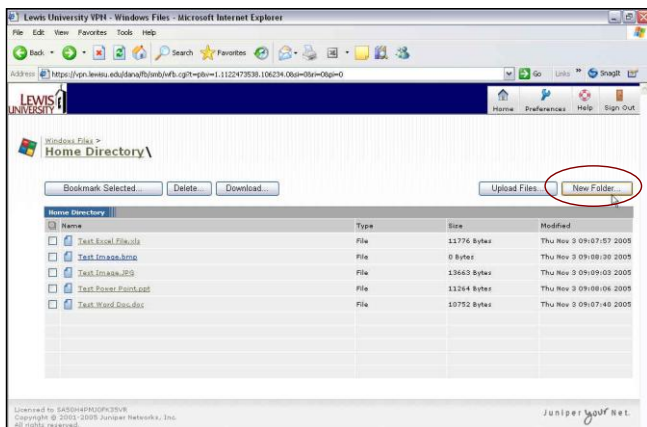
11. If you do not rename the file before uploading to the VPN, then the VPN will automatically rename the file for you to “filename – date”.



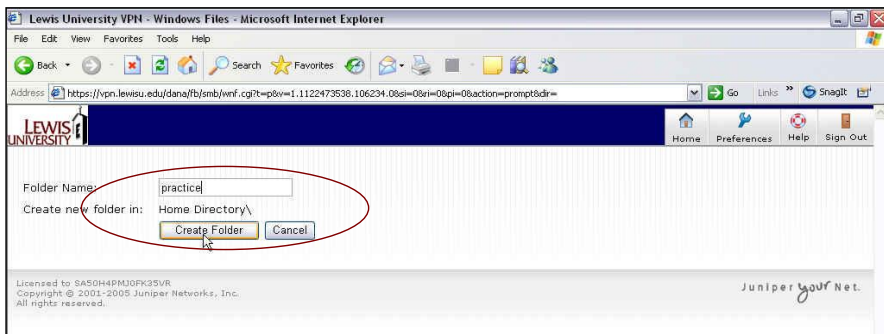
12. While the files are uploading, you will see the “Upload” screen below. When prompted, click **Close**.



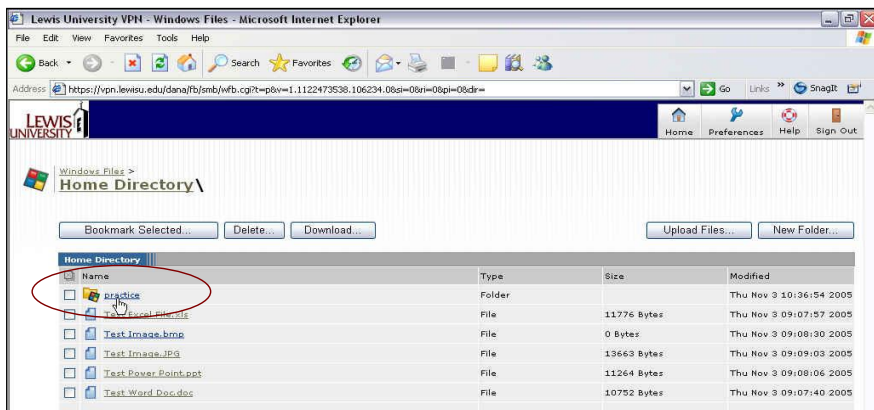
13. You can also **Create** folders within your directories. To create a folder, you must be viewing the contents of a directory. Click the **New Folder** button.



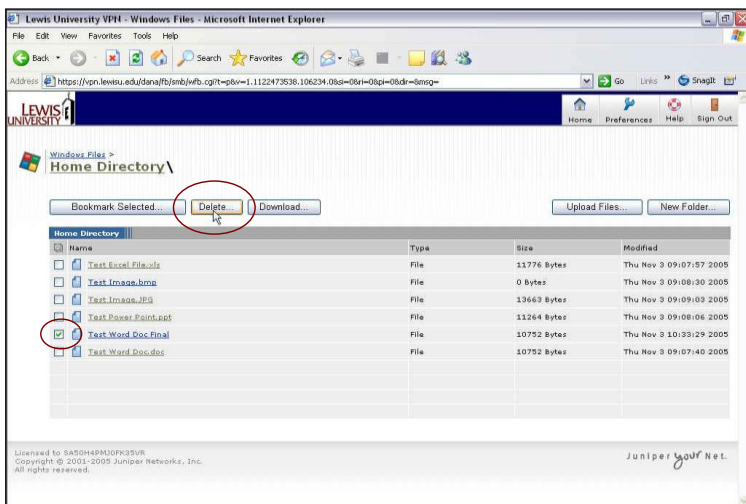
14. Enter a name for the folder you are creating. Click **Create Folder** when you are finished.



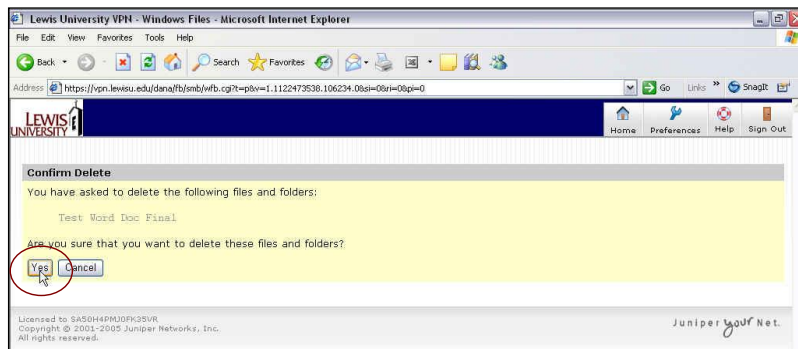
15. The new folder will now show up when you view the contents of your directory.



16. To **Delete** a file or a folder, click the **check box** next to the name of the item and then click the **Delete** button.



17. You will be prompted to verify that deleting the files or folders is what you wish to do. To confirm, click **Yes**. The checked item or items will be deleted.

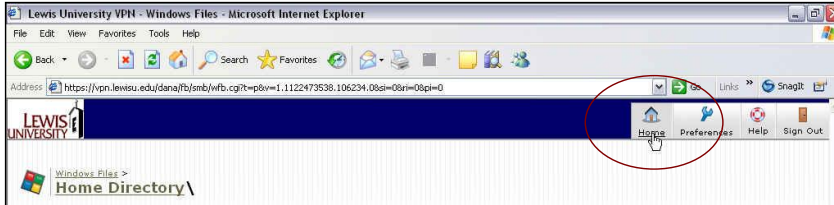


18. Items deleted through the VPN cannot be recovered using the Recycle Bin. Please be careful when deleting files and folders.

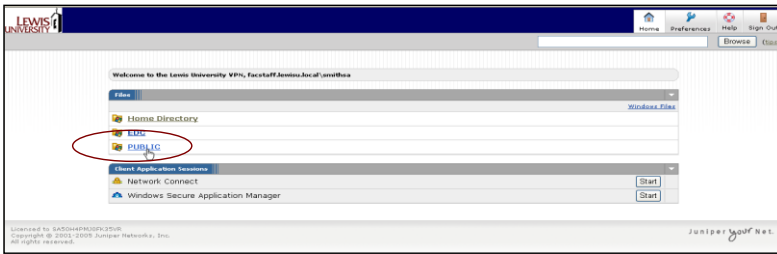
19. Steps 1 through 19 will work in both your "Home Directory" (personal network drive) and your Departmental and Public directories (departmental public drives).

ACCESSING DEPARTMENTAL AND PUBLIC DIRECTORIES:

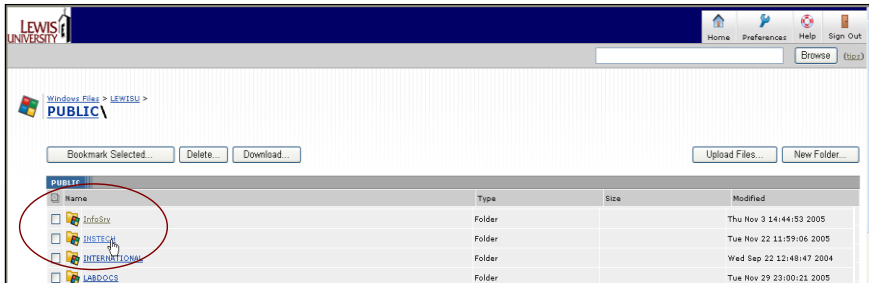
1. To access a departmental or a public directory (departmental public drives), return to the “Welcome to the Lewis University VPN” page by clicking on the **Home** button located at the top right hand corner of the VPN page.



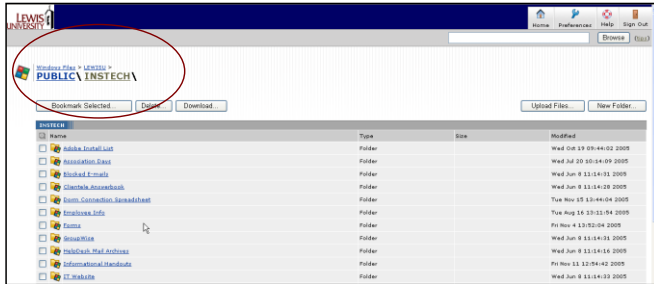
2. On the “Welcome to the Lewis University VPN” page, click on the link called **Public**.



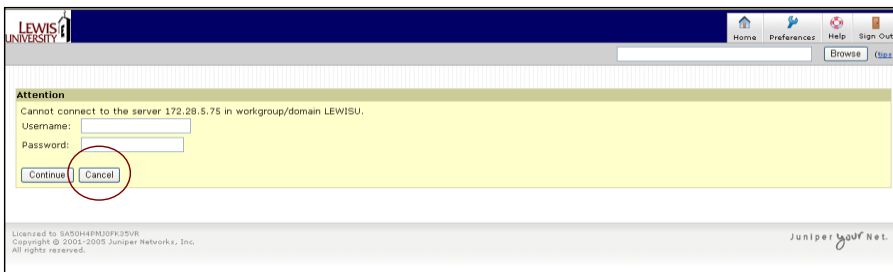
3. All departmental and all public drives will be displayed. Click on the directory link for your department.



4. You will now see the contents of your Departmental drive.

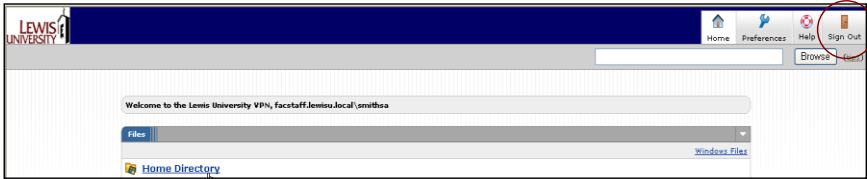


5. If you click on a link for a drive that you do not have rights to view, you will see a message page stating that the VPN cannot connect you to the server. If you believe that you have received this page in error, please contact the Help Desk. Click **Cancel** to return back to the list of departmental and public drives.

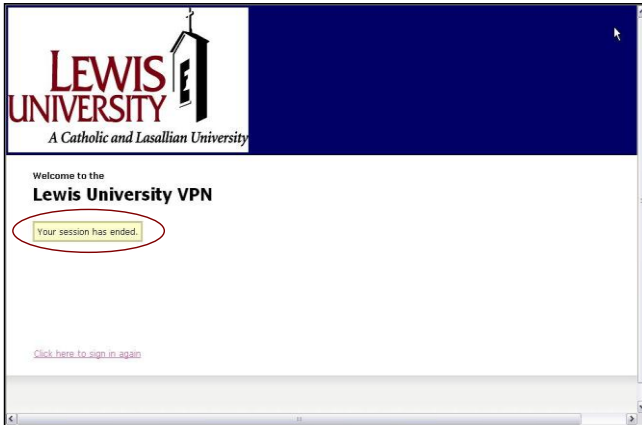


LOGGING OUT OF THE VPN:

1. To log out of the VPN, click on the **Sign Out** button on the top right hand side of the page.



2. The logout page will indicate that the session has ended.



3. Once the session has ended, you can close your web browser.